Embassy of the United States of America
Bamako, Mali
Management Notice

MANAGEMENT NO.:   S10-104   **DATE: December 8, 2010**

SUBJECT: **ANNOUNCEMENT NUMBER: 10-42**

OPEN TO: All Interested Candidates

POSITION: Regional Computer Management Specialist
                        FSN–11, FP-4

OPENING DATE: **December 8, 2010**

CLOSING DATE: **December 22, 2010**

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US$61,759 p.a (Starting salary
                        Position grade: FP-4 to be confirmed by Washington)

                        *Ordinary Resident: CFA 11,041,502 per annum
                        (Starting salary before benefits and allowances)
                        Position grade: FSN-11

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Regional Computer Management Specialist for the Embassy's Information Systems Center.

BASIC FUNCTION OF POSITION

The incumbent is resident in Bamako and is supervised by the Information Management Officer but reports to, receives travel assignments from, and serves at the direction of the Africa Bureau Systems Office. He/she provides scheduled and ad-hoc systems coverage for 46 AF posts traveling the majority of the time (65% minimum). At some posts the incumbent will be the de facto deputy to the DHA ISO (40%). At other posts, he represents the AF/EX Systems Manager, (30%). At the remaining posts in AF, (30%), he/she is the senior FSN in the systems office covering during staffing gaps.

A copy of the complete Position Description listing all duties and responsibilities as well as the application form are available at the U.S. Embassy's main entrance.

QUALIFICATIONS REQUIRED

- BA/BS in Computer Science or Information Systems Management.

- At least six years performing progressively more responsible functions where emphasis is placed on analytical abilities focusing on operations, management, and computer systems automation. At least two of these years must have been providing PC maintenance and support in a local area or wide area network environment.

- Language Proficiency: Level IV English both written and spoken are required. Level IV French (spoken) is required.

- Must possess expert knowledge of the principle, techniques, and methodologies involving computer systems: analysis, programming and computer operations management related aspects of telecommunications; computer networking, hardware and software technology, and their application to USG operations. In support of the user community, an in-depth knowledge of MS Word, Excel, Outlook, PowerPoint, & Access is desired.

- Tact and diplomacy skills are required for good user community relations (managerial profile and influence) as well as management acceptance of technical and strategic recommendations.

- Must be able to maintain project schedules, organize workloads. Good records management is required as exceptional technical skills for diagnosis and resolution of hardware and software issues.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) available on
 http://mali.usembassy.gov or at the U.S. Embassy's main entrance; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, or a current resume or curriculum vitae that provides the same information as the form; plus

2. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO
Human Resources Office - HROBamako@state.gov or at the U.S Embassy's main entrance
Attention: Human Resources Officer
American Embassy, B.P. 34, Bamako, Mali.

POINT OF CONTACT
HRO: 2070- 2511/2316 FAX: (223) 2070-2479.

CLOSING DATE FOR THIS POSITION: DECEMBER 22, 2010

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A: Definitions

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is <u>not</u> a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

   A. Position Title
   B. Position Grade
   C. Vacancy Announcement Number (if known)
   D. Dates Available for Work
   E. First, Middle, & Last Names as well as any other names used
   F. Current Address, Day, Evening, and Cell phone numbers
   G. U.S. Citizenship Status *(Yes or No)* & status of permanent U.S. Resident (Yes or No; if yes, provide number)
   H. U.S. Social Security Number and/or Identification Number
   I. Eligibility to work in the country *(Yes or No)*
   J. Special Accommodations the Mission needs to provide *(Yes or No; if yes, provide explanation)*
   K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
   L. Days available to work
   M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
   N. U.S. Eligible Family Member and Veterans Hiring Preference
   O. Education
   P. License, Skills, Training, Membership, & Recognition
   Q. Language Skills
   R. Work Experience
   S. References